

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Tom Sieber, John Van Dyck

EXECUTIVE COMMITTEE

Monday, March 11, 2019

Time: Immediately Following Joint

Education and Recreation/Executive Committee Meeting

Auditorium, Central Library

515 Pine Street, Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of February 11, 2019.

Comments from the Public

1. Review Minutes of:
 - a) Benefits Advisory Committee (September 24, 2018).

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Communications

3. Communication from Supervisor Tran re: For Corporation Counsel to draft a lobbyist registration ordinance that would require any individual or for-profit business that hires someone to influence County Board actions to register with the County Clerk, that registration be made part of the public debate so residents know who is being lobbied, a statement of who is paying the lobbyist to lobby, and how much the lobbyist is being paid, who they lobbied and provide penalty for noncompliance; *Referred from September 2018 County Board.*
4. Communication from Supervisor Landwehr re: I request a procedure be considered on how meeting date changes be communicated to all board members.

Referral from February County Board

5. Discussion and possible action regarding a determination of the appropriate oversight committee for the Department of Administration and for Human Resources. *Motion at February Executive Committee: To have Administration and Human Resources report to Administration Committee and refer to Corporation Counsel to draft appropriate ordinance change.*

Internal Auditor

6. Status Update: February 1 – February 28, 2019.
7. 2018 – 2019 Carryover Funds.

Corporation Counsel

8. Oral Report.
9. 2018 – 2019 Carryover Funds.

County Executive

10. 2018 – 2019 Carryover Funds.

Resolutions, Ordinances

11. Resolution Approving Budget Carryover Requests From 2018 Budget to 2019 Budget.
12. Resolution Regarding Table of Organization Change Register of Deeds – Real Estate Specialist.
13. Resolution Regarding Table of Organization Change for the Public Works – Facilities Department – Reclassification and Deletion of Positions.
14. Resolution Supporting the Village of Denmark Business Development Corridor.
15. Resolution Regarding the Sale of Four Parcels of Land – Brown County Golf Course.
16. Ordinance to Amend Section 4.71 of Chapter 4 of the Brown County Code of Ordinances (Organ or Bone Marrow Donation or Receipt).

Department of Administration & Human Resources

17. Director of Administration Report.
18. Human Resources Report.

County Executive – No Report.

Other

19. Such other matters as authorized by law.
20. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Executive Committee was held on Monday, February 11, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Moynihan, Supervisor VanDyck, Supervisor Sieber, Supervisor Hoyer
Excused: Supervisor Buckley, Supervisor Erickson
Also Present: Corporation Counsel Dave Hemery, Director of Administration Chad Weininger, Internal Auditor Dan Process, Health and Human Service Director Erik Pritzl, Supervisor Lefebvre, Child Support Administrator Maria Lasecki, County Executive Troy Streckenbach, DA Office Manager Michele Andresen, Victim Witness Program Coordinator Kim Pansier, Legal Assistant II Jenny Kleczka, GB Police Officer Scott Asplund, Cheryl Mc Cutcheon and other interested parties.

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify Minutes of January 7, 2019.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public

-Kim Pansier, 630 N. Huron Street, De Pere, WI

Pansier is the Victim Witness Program Coordinator and requested that the Committee open the floor at Item 10 of the agenda to allow people to speak.

Appointment of Members to Citizens Redistricting Advisory Sub-Committee

1. Appointment by Chair Lund of the following: **Citizen Members:** Robyn Davis, Ken Bukowski, Pam Parish, Hector Rodriguez, Cheryl Mc Cutcheon; **Academic Member:** Thomas Joynt; **Brown County Board Members:** Aaron Linssen, Tom Sieber, Tom Lund.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve the appointments. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. Review Minutes of:
a) *None.*

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to pay the legal bills. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

4. Communication from Supervisor Hoyer re: Review and possibly update the medical/disability/leave policies for county employees as they go through the organ donation and recovery program. *Motion at January Admin: To*
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refer the communication from Supervisor Hoyer and the City of Green Bay Personnel Policy 9.8 to the Executive Committee for consideration.

Supervisor Hoyer said the goal is to try to encourage awareness and encourage the possibilities of organ donation with our employees. The agenda packet contained two similar pieces of ordinance, one being from the State and the other from the City of Green Bay. In both those municipal areas employees have similar additional levels of coverage and pay during the period they are off for organ donation. Hoyer has been working with Green Bay Police Officer Scott Asplund and indicated Asplund would be able to speak to this more fully. Hoyer would like this to be sent to Corporation Counsel to draft a policy similar to what Dane County and the City of Green Bay has and then have it brought back before this Committee for approval.

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to suspend the rules to allow interested parties to speak. Vote taken. MOTION CARRIED UNANIMOUSLY

-Scott Asplund, 307 S. Adams Street, Green Bay, WI

Asplund shared his personal experience with organ donation with the Committee. When he went through the process, he learned that he would have to take time off without pay or use existing vacation or sick time; there was not a specific benefit. Asplund researched benefits in other states and found that many of them have policies that cover this so employees would not have to use limited sick or vacation time. He referenced the number of people waiting for organs and having a policy in place would be one small step that may encourage donations. This is not likely something that a great number of people will do, but if someone was contemplating donating, having a policy in place so people would not have to worry about it from a monetary standpoint may help them make a decision.

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Director of Administration Chad Weininger informed in the past if an employee worked 1250 hours in 52 weeks, they qualify for 12 weeks off for FMLA. The State recently changed the law to allow for an additional 6 weeks which can be split up. In addition, the HR Director has the authority to give additional unpaid time off and further, employees are able to donate paid time off to another employee if they desire. Weininger noted Dane County provides 30 days of paid time off for an organ and 5 days for donating bone marrow. The process would be to go to HR to get permission and then if they are approved they would receive the paid time off for donating. Weininger said a fiscal for this would be hard to do but he had Finance do a quick estimate based on 5 employees using the benefit for an organ and 5 for bone marrow in a year and that impact would be about \$40,545, but he noted that realistically it would not likely be that high and this is just a guess.

Weininger continued that if he is directed to draft a policy on this, it would include the caveat that the employee had to work at least 1000 hours in 52 weeks and seek approval from HR and provide appropriate medical documentation. The standard for states that have policies on this is for 30 days off.

Supervisor Van Dyck agrees with this in the spirit in which it is intended, but suggested that we say that the County would support this, but then look at each case individually instead of dictating one hard, fast rule. He would like there to be some flexibility. Weininger said it could be drafted for the HR Director to have the authority to allow for additional time off with pay. Van Dyck noted in the case of an employee donating an organ to another employee, if a policy is in place similar to the Green Bay policy, it would give the person donating the organ up 30 days of paid leave off, yet there is no provision or allotment for the person receiving the donation. Weininger noted that one of the goals of this policy is to help to make the donation process a little easier which may interest more people in doing it.

Weininger noted that the policy written in the past actually allows for flexibility and what this would be doing is making it a little more direct with regard to organ donation. Supervisor Lefebvre asked what the policy is for someone who is receiving an organ. Weininger responded that that would be handled like any other time off for medical reasons which include FMLA and short-term disability.

Motion made by Supervisor Hoyer, seconded by Supervisor Moynihan to refer to administration and bring back to next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

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Resolutions, Ordinances

5. Ordinance to Amend Brown County Code Section 2.05 regarding Creating Sub or Ad Hoc Committees.

Hemery noted this Ordinance has been amended several times and the most current form that went to County Board is contained in the agenda packet.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

- a) Resolution Authorizing Standing Committee to Create Sub or Ad Hoc Committee.
Referred back from January County Board.

Note: This is a sample resolution; no action taken.

6. Resolution re: Table of Organization Change Health and Human Services Department – CTC.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

7. Resolution re: Table of Organization Change Health and Human Services Department – Public Health Division.

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

8. Resolution re: Table of Organization Change UW Extension - LTE Life Skills Educator.

Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

9. Resolution in Support of Increased County Child Support Funding.

Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

10. Resolution Authorizing County Classification Schedule & Compensation Adjustment Policy.

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to suspend the rules to allow interested parties to speak. Vote taken. **MOTION CARRIED UNANIMOUSLY**

-Michele Andresen, 1656 Carole Lane, Green Bay, WI

Andresen is the Office Manager at the District Attorney's Office. She informed staff still has questions regarding the policy that was put out as to how it will be implemented. They understand those below minimum being brought up to minimum, but they do not know what is going to happen after that. She wants to be sure the Committee is asking the right questions of administration as to how this is going to be rolled out.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to return to regular order of business. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Weinger explained that the \$800,000 that has been set aside is proposed to be allocated as follows: \$300,000 will be used to bring those in levy funded departments that are below min up to min. \$200,000 will then be put in the market rate adjustment fund which will allow for flexibility when hiring as well as taking care of compression issues. This flexibility is something the County has not had in the past. The remaining \$300,000 will be used to bring those at min closer to market. Non-levy departments will have to work with the funds they have available and this includes

the Library, ADRC and Syble Hopp. Administration will work with the enterprise fund departments to move them up. The dollar amounts for bringing people from below min to min range from \$45 to \$8000. A good portion of the funds are going to some of the areas where there is high turnover, such as Health and Human Services.

Weininger continued that he talked about this in depth at Administration Committee and reference can be made to those minutes. It is the hope that money be set aside in the market adjustment fund each year in addition to a COLA and then continue to work to bring people up slowly over a period of time.

Weininger said they sent the policy out to all employees and some department heads had reached out to HR for some clarification questions. He noted that department heads were asked four separate times to sign off on the classification piece. He said it is important to remember in the classification piece that the numbers are based on the position, not the person.

Weininger said the policy contains a provision that each year administration will look at 6 departments as well as high turnover departments so the classification will be continuously changing and they need the ability to make adjustments. This policy will allow for that flexibility which is something the County has not had in the past. If the Board does not want to go along with this policy, the other option would be to take the \$800,000 and allocate it by trying to move everyone closer to midpoint and not address the other issues.

Weininger continued that the County is a large complex organization and every department is different. He explained that in some departments the internal step program may be appropriate. In other departments, there may be a need to increase starting pay to get someone qualified to fill a position. The plan being proposed allows for all this flexibility and Weininger noted that in the market as it currently is, the flexibility is really necessary.

With regard to the last \$300,000, Sieber asked if it was the intention to bring everyone at minimum up at the same percentage or if areas with high turnover will be looked at separately. Weininger said it will move the min and push everyone up creating a new minimum.

Van Dyck suggested that the language in the proposed policy be modified as it currently says funds appropriated for the class and comp study will be used to bring all non-union levy funded positions that are below minimum to minimum and then it talks about funds available after the market adjustment fund, but \$300,000 has already been identified that is not part of the market adjustment fund that is being used for this purpose. He suggested the policy read: any funds appropriated for the class and comp adjustments will be used first to bring levy funded positions that are below minimum up to minimum and then the next part about the minimums toward midpoint compensation rates, but that is really separate. Then if any market adjustment funds were to be used to reclass, that would be a third thing. Weininger agreed with Van Dyck and said when the policy was originally created it was stand-alone and did not need Board approval and he would have the ability to change the policy internally. Because it was recommended to have this in resolution form, it would force someone who comes in after Weininger to follow the policy. Weininger said he can make the changes Van Dyck suggested.

Lund suggested including the policy number, A-33, somewhere in the resolution to make it clear what policy relates to this. Realistically, Weininger would like the flexibility to change the classification schedule because each year when they look at the 6 departments or those with high turnover, they would like to make the adjustments right away because if they are not made right away, it could put the County outside of market and then they would not be able to make offers until a month later and the County cannot function like that.

Lund recommended that the changes discussed be made by the County Board meeting. The language in the policy and the resolution was discussed further as was the procedure of approving administrative policies and resolutions. Weininger said it appears the concern of the Committee is that if there is an adjustment policy in place, that administration follows that policy and does not change it. Sieber noted that while he trusts the current administration, there is an election coming up and things could change. Further, Sieber feels if we do not see and approve this every year, the Board would be delegating a lot of its authority. Sieber wants to be sure the Board is not just putting the ball in the administration's court and forgetting about it because the Board should have a say in what is going on with the class and comp and market rate adjustments.

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Sieber said as he reads the resolution, it is authorizing administration to carry out their policy; it is not actually approving the policy. He feels the Board can suggest changes to an administrative policy, but if the Board wants to have more oversight over what the administration is doing, it needs to be in resolution form. Van Dyck said if the policy is referenced in the resolution and the resolution is approved, he views the policy as being approved as well. This was debated further and the options seem to be that administration has a policy and they need to report the policy to the Board which basically takes the Board out of the loop and would allow administration to change it whenever they want, or we can do the resolution which authorizes what is set forth for 1 year and then would have to come back in the next budget to make the appropriate changes depending on what money is available in the budget. Sieber suggested language be added to the resolution that indicates the administration will have a policy and it will be reported to the Board.

Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to amend the Resolution as follows:
Amend the fourth paragraph to read, "NOW, THEREFORE, BE IT RESOLVED that Administration is hereby authorized and directed to take any and all necessary steps to carry out the Compensation Adjustment Policy and to continuously update the Classification Schedule; and
Amend the last paragraph to read: BE IT FURTHER RESOLVED, that Human Resources shall report out any classification schedule changes or compensation adjustment policy changes to its oversight committee on an annual basis. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Resolution Approving of the Issuance of Property Assessed Clean Energy (PACE) Revenue Bonds by the Public Finance Authority.

Van Dyck questioned what happens if these do not get paid back. Hemery said this is not the regular PACE project. This is through the PACE program, but is using a specific type of funding and by statute this body can provide funding at a little better interest rate and for a longer term. This resolution is about this funding that would be used through PACE as opposed to the usual PACE lenders. This is special funding available in certain circumstances and Hotel Northland qualified for this. When the PFA was put into the statutes, one of the concerns before allowing that to happen was the legislators wanted local municipalities to have veto power over these projects so if someone is coming in from outside the state giving millions of dollars on project in a little community, they wanted to give the communities veto authority. If all communities would not approve this, the project would not move forward.

Hemery continued that what is before the Committee has nothing to do with the funding and the County is not in any way committing anything and is not liable for the funds; this is simply a funding mechanism other than traditional PACE lenders being used and the resolution says that the County approves the Hotel Northland proceeding in the community.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Internal Auditor

12. Status Update: January 1 – 31, 2019.

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

13. Corporation Counsel Oral Report.

Hemery informed oral arguments will be heard on the tax case on April 26 and it is anticipated an opinion from the Judge will follow in several weeks. All motions previously filed in the case have been denied.

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**Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Department of Administration & Human Resources

14. Director of Administration Report.

Weininger informed a room tax study will be done to be sure the projections are accurate. He noted this will be needed when it is time to go out for bonding.

Weininger also shared that Shopko pays approximately \$886,000 in property taxes and this is something the Committee should keep in mind. He also mentioned the Georgia Pacific property tax assessment issue still exists.

Van Dyck asked when the room tax study will be done because he feels it is important to know those figures before the Board gives the go ahead on the project. Weininger said it will be part of the bonding and will be done before the Board signs off and noted that nothing will happen without the Board's approval. Van Dyck said if the room tax is coming in lower than anticipated, the Board needs to know that so they can figure out what kind of message they want to send in regard to the spending. If the study proves not to support the original \$93 million dollar price tag, we need to know that as soon as possible so appropriate decisions can be made. Lund asked if the room tax study will take into consideration increased room tax after the expo center is built. Weininger responded that the room tax really is not our money. It flows into several other projects and anything left over goes to the KI and then anything after that will go to the expo hall.

Van Dyck mentioned the naming right dollars which are allocated at \$8 million which he feels may be a little steep. Weininger informed he talked to various people across the nation on this and it was felt that the \$8 million dollars seemed realistic. He said he has already been approached by an organization that is interested in the naming rights and would like a package on this; however we are not at that stage quite yet. Once a package is put together, the intent is to also look locally for a sponsor as well. Weininger pointed out there are a number of naming right opportunities throughout the building for things like gates, rooms, hallways, etc.

**Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

15. Human Resources Report.

Weininger said they will begin doing some monthly training on things like sexual harassment, FMLA and things like that. Some of this will be mandatory for supervisors and this training will help assure that the County is in compliance.

**Motion made by Supervisor Moynihan, seconded by Supervisor Sieber to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

County Executive – No Report.

Other

16. Discussion and possible action regarding the County resolving to not sell 4 parcels of land adjacent to the Brown County Golf Course prior to 08-21-2019 (2 pages of Attachments provided).

Hemery spoke of a communication from the December 2018 Ed&Rec committee requesting "the Brown County Golf Course Superintendent facilitate the listing and ultimate sale of the County's property adjacent to and owned by the Brown County Golf Course." What resulted from that discussion was to direct Corp Counsel to send a draft to the Village of Hobart to pursue development opportunities establishing a property tax based program. He noted this clearly deals with real estate so it does not have to come before this committee. His recommendation is that if the intent is that this property does not get sold for 6 months is simply doing a resolution that states specifically "Brown

County does not sell these parcels until August 21st." He emphasized that he would advise against getting into a written agreement with a specific municipality and simply just field offers for 6 months.

Van Dyck stated that at Ed&Rec in the past the committee voted to list the additional properties for sale. At the time there was some concern echoed by the Village regarding some accessibility or easement issues because of the ongoing uncertainty with the railroad corridor. That recommendation went unpursued basically. So this came back up again and Supervisor Landwehr and he met with the Village and they had expressed an interest in not listing this property at this time in an attempt to try to solicit a developer for it. He noted that there has been interest in getting rid of this property for around 4-5 years so 6 more months may not help much. What he thought about it was putting something forward for the Village that put them on notice that the County is giving them the opportunity to do something. He stated that he does not have a lot of hope that someone is going to purchase this and develop it into taxable property in the near future. He recommends they just list it as a resolution to not do anything for 6 months doesn't make much sense.

It was mentioned that this could be referred to the September meeting of the Executive Committee.

Sieber spoke to the fact that he does not believe that the County cannot do business with one entity. He understood Hobart wanting the County on the tax rolls and he thought tax can be taken into account on the property in the financial offer. He would be strictly opposed to selling this to a developer that the Village of Hobart selects. Legally speaking, if the County wants to sell these, they have to be put out for bid and anyone can bid on them and then they can take the bid that's best for the county. Future tax payments can be taken into account as well.

Van Dyck clarified that the intent was not to sell it to a certain developer. The meeting and engaging Hobart was because they are more connected to potential developers whereas the County doesn't really have anybody that does that. Really, it was an attempt to allow the Village to market it and show that the County is willing to sell. Either there is support on the Board to get rid of the property to sell it or just to continue to sit on it. His purpose of bringing it forward to sell it is that the golf course has no use for this property. It was bought at one time to expand the property of the course but there have been changes in regards to the conservancy property, there's not enough land and even the economics of golf have changed. He would like to just support and focus on the 18 holes that are there. This was really to find a pot of money that the golf course can rely on in the future to do things such as the green project. If it were up to him put it up for sale right now and see what happens.

Sieber stated that there is nothing that would stop these parcels being put up for sale.

Hemery said that to keep options open something like a resolution to not sell the property for 6 months in order to allow all entities enough time to prepare offers for submission.

Motion made by Supervisor Van Dyck seconded by Supervisor Moynihan to defer to the March Executive Committee meeting and have this item included as an agenda item for discussion and possible sale. Vote taken.
MOTION CARRIED UNANIMOUSLY

17. **Discussion and possible action regarding moving oversight of the Brown County Housing Authority from Administration Committee to Planning, Development and Transportation Committee.**

Weininger clarified that this gets confused, planning is not overseeing housing, they do not have actual oversight over them. All they do is they provide contract services for them.

Motion made by Supervisor Sieber, seconded by Supervisor Van Dyck to refer to Corporation Counsel to make appropriate change and bring back. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Discussion and possible action regarding a determination of the appropriate oversight committee for the Department of Administration and for Human Resources.**

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Sieber stated that they combined Human Resources and Administration so there will be one department handling human resources and finance. Technically Administration is the finance committee and executive has always been the personnel committee. Having one committee being the finance and the personnel committee makes sense to him. He proposes that Administration be the personnel and the finance committee. Moynihan agreed with this.

Lund noted one of the main issues was that this committee was the arbitrator for all the personnel.

Weininger stated that when he looks at Chapter 2, he sees Administration and Human Resources reporting to Admin Committee which is basically for functionality issues. So, operational issues and the budget items are how he looks at his report to Admin. Separate to that, is Executive which takes HR large policy issues that encompass the entire organization or other things over the entire organization. Also he talks about larger issues at Admin committee because he considers that to be his "home" committee. He said he doesn't bring smaller issues to this committee it's more so large scale issue like county mandated training or changes in policies and so forth. He went back to Supervisor Sieber's point in talking about having a separate personnel committee meeting.

Lund wished to know if all of this was going to be changed then why even have the Executive Committee. There is no reason to keep on peeling away the layer of this committee, they might as well get rid of it. Lund likes this committee to be the conduit for all the major issues the board deals with.

Sieber believed that things like ordinance changes and so forth are still coming to this committee. It would go quicker if something like personnel got put to a different meeting. He thought that finance and HR should be on one committee.

Weininger listed some of the functions of the Executive Committee including, looking at all the legislative and administrative roles, deals with short term capital projects, it also looks at wages hours and conditions of employment, it's also a large piece of personnel policy functions and he listed a few others as well.

Moynihan pointed out that theoretically this committee could be as needed from month to month. Or if a department had an issue, a meeting could be called on such issue.

Weininger noted that it is nice to report out larger issue because it is a chance at gauging where everyone is at. To have a dedicated committee would be helpful.

Lund felt that more legislative things should be coming to this committee. One of the points of this committee was to have more functionality with the State and currently that is not the case.

Weininger said that the chief legislative person is the Deputy Executive and if they need something it goes to Madison.

Lund believed they should be reporting out all of the issues that they are lobbying to the State.

Van Dyck spoke in regards to compensation issues the problem was that PD&T was off basically doing their own thing as a committee without having HR engaged in the process. No matter where it goes it really should be getting taken into consideration by the committee that oversees HR. To him, the Executive Committee should be the clearing house for subject matters. Still doesn't like the concept that you can pull anything at the County Board and then there is a discussion about it. Subject matters should go before home committee and then if it gets approved there then it can go on to the County Board. For instance, if the human services committee is petitioned but they don't agree with them, then a person should be able to petition the Executive Committee and they don't agree then it shouldn't be able to be even discussed at County Board. In this way, Executive Committee could function as a clearing house that someone doesn't feel as though they didn't get the right hearing in a different committee.

Hemery stated that anything that gets held at the standing committee can be added to the Executive Committee as long as it's done 48 hours before.

Hoyer noted the question is that if there is actually an action and the committee says no to it and you want a second chance at it.

Hemery said that even if the committee says no the Board can still pull from the report.

Lund emphasized that County Board should be very orderly and all the discussion should take place at committees. He then stated then the practice needs to be changed and it should just be a consent agenda from all of those meetings.

Motion made by Supervisor Sieber, seconded by Supervisor Moynihan to have Administration and Human Resources report to Administration Committee and refer to Corporation Counsel to draft appropriate ordinance change. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Such other matters as authorized by law.

Lund suggested that in the next Executive committee meeting they should have a further discussion regarding this subject matter and committee structure.

20. Adjourn.

Motion made by Supervisor Moynihan, Seconded by Supervisor Sieber to adjourn at 7:25 pm. Vote Taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist/Transcriptionist

Cayden S. Lasecki
Transcriptionist

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PROCEEDINGS OF THE BROWN COUNTY
BENEFITS ADVISORY COMMITTEE

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Monday, September 24, 2018 at 9:00 am in Room 650 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jill Bomkamp, David Diedrick, Michael Keon, Bradley Klingsporn, Bree Madison, Sherry Officer, Louise Pfotenhauer, Erik Pritzl, Dan Process and Janelle Walton.

EXCUSED: John VanderLeest, Supervisors Megan Borchardt and Pat Moynihan, Jr.

1. **Call meeting to order.**

The meeting was called to order by Chair Louise Pfotenhauer at 9:05 am.

2. **Roll Call.**

Roll call was taken.

3. **Approve/Modify agenda.**

Motion made by Michael Keon, seconded by Sherry Officer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. **Approve/Modify Minutes from September 20, 2018.**

Motion made by Michael Keon, seconded by Sherry Officer to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. **Continue discussion regarding potential changes to health care plan for 2019.**

Bradley Klingsporn and David Diedrick, Administration, indicated that the County's contribution to the \$1,075,016 shortfall has increased from \$300,000 to \$500,000. Three (3) proposals were presented to the committee to address the remaining shortfall. See attachments.

Motion made by Michael Keon to raise co-pays by \$15 across the board, changes to stop loss and additional increases to premiums as needed to make up remainder of anticipated loss. Motion failed due to a lack of second.

Motion made by Louise Pfotenhauer, seconded by Michael Keon of the options presented to us by Finance, we propose changes to their option 1 to increase co-pays by \$15.00, make changes to the stop loss plan as shown in option 2 and have remaining deficit be made up of changes to premiums. Vote taken. **MOTION CARRIED UNANIMOUSLY**

6. **Schedule next meeting.**

No meeting was scheduled.

7. **Adjourn.**

Motion made by Louise Pfotenhauer, seconded by Michael Keon to adjourn at 10:34 am. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Dan Process
Secretary

1a

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR March 11, 2019 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	2/26/2019	\$ 11,888.50	Airport General
VonBriesen	280060	2/14/2019	\$ 31,810.00	BCTPA
VonBriesen	280029	2/13/2019	\$3,483	Highway
VonBriesen	280025	2/13/2019	55.00	Human Resources
VonBriesen	280026	2/13/2019	504.00	Corp Counsel
Conway, Olejniczak & Jerry, SC	7	1/31/2019	\$ 244.50	Highway
Davis & Kuelthau	432900	2/8/2019	\$ 10,001.00	Human Resources
MICHAEL BEST	1607278	2/7/2019	\$ 8,842.38	Resource Recovery
MICHAEL BEST	1607279	2/7/2019	\$ 472.50	Resource Recovery
Total ----			\$ 67,300.88	

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

KB-6
PAP
2/11/19

100.016.001-5716

PAUL A. FONTECCHIO
BROWN COUNTY PUBLIC WORKS DEPARTMENT
2198 GLENDALE AVENUE
GREEN BAY WI 54303-6405

Page: 1
01/31/2019
ACCOUNT NO: 201815-025M
STATEMENT NO: 7

PLEASE RETURN THIS PORTION WITH PAYMENT

BROWN COUNTY vs. WISCONSIN PUBLIC SERVICE CORP.

PREVIOUS BALANCE		\$782.96
	HOURS	
01/15/2019 JJR	REVISE AND EDIT DISCOVERY REQUESTS	0.50
01/31/2019 SAJ	COMPLETE REQUESTS FOR ADMISSIONS; PREPARE ATTACHMENTS TO SAME; VOICEMAIL TO CLIENT RE: STATUS. FOR CURRENT SERVICES RENDERED	0.60 1.10
	TOTAL CURRENT WORK	244.50 244.50
	BALANCE DUE	<u>\$1,027.46</u>

RECEIVED BY

FEB 12 2019

Brown County
Corporation Counsel

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

2



111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
ATTN: DAVID HEMERY, BROWN COUNTY CORPORATION COUNSEL
305 E. WALNUT STREET, #608
GREEN BAY, WI 54301

February 8, 2019
Invoice 432900

INVOICE SUMMARY

Our Matter # 18852.97146
EMPLOYEE INVESTIGATION

Total Services:	\$10,001.00
TOTAL SERVICES AND DISBURSEMENTS:	<u>\$10,001.00</u>
TOTAL BALANCE DUE:	<u>\$10,001.00</u>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

BROOKFIELD | GREEN BAY | MILWAUKEE
www.dkattorneys.com

2



February 13, 2019

RECEIVED BY

FEB 18 2019

Brown County
Corporation Counsel

Brown County
Attn: David Hemery
305 E. Walnut Street, Suite 680
P.O. Box 23600
Green Bay, WI 54305-3600

Re: Invoice for Services

Dear Attorney Hemery: *Dave*

Enclosed please find our statement for services rendered regarding the employee investigative matter. This includes a courtesy discount. We appreciate the opportunity to be of service and look forward to working with you and your HR staff again soon.

Very truly yours,

Davis & Kuelthau, s.c.

Bruce B. Deadman
BBD:kjb

Enclosure

Phone 920.438.9178 Direct 920.431.7228 Fax 920.431.2768
318 S. Washington Street Suite 300 Green Bay, WI 54301
davisandkuelthau.com

BROOKFIELD | GREEN BAY | MILWAUKEE

www.dkattorneys.com

2



RECEIVED BY

FEB 12 2019

Brown County
Corporation Counsel

David Hemery, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

100.016.001.5716

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date February 7, 2019
Invoice No. 1607278

Client/Matter **018236-0023 Implementation of Brown County Landfill Siting Agreement**

For professional services rendered through January 31, 2019, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
1/7/19	D Crass	Finalize agenda for LMC meeting and forward same to Attorney Marek; review documents provided by Mr. Haen concerning actions of Supervisor Deslauriers and LMC ordinance adoption; exchange of e-correspondence with Mr. Haen; review documents to otherwise prepare for meeting on January 14.	2.50	\$ 1,462.50
1/9/19	D Crass	Review and exchange of e-correspondence with Brown County representatives; telephone conference with Mr. Haen concerning results of recent meeting.	0.40	234.00
1/10/19	D Crass	Review background documents including agreement with Outagamie County and Fox River Fiber to prepare for meeting; review documents provided by Mr. Haen; provide comments on same; telephone conference with Mr. Haen concerning further landfill development timeline background and preparations for meeting with LMC.	1.50	877.50
1/14/19	D Crass	Prepare for, roundtrip travel to Kaukauna and attend preparatory meeting and LMC meeting with Brown County representatives.	7.00	4,095.00
1/17/19	D Crass	Prepare e-correspondence to county representatives following LMC meeting; review results of research on agreement concerning tipping fee on recyclable materials from CFField; summarize same in e-correspondence.	1.00	585.00

2

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
1/17/19	C Field	Review email from DACrass; review Town of Holland and Brown County local agreement for support on tipping fees argument; draft email outlining support for correct tipping fees argument and send to DACrass.	1.50	472.50
1/18/19	D Crass	Revise and finalize correspondence to LMC regarding tipping fee on recyclables issue.	0.50	292.50
1/18/19	C Field	Draft correspondence to Local Monitoring Committee regarding tipping fee calculations and send to DACrass for review.	2.20	693.00
Total Hours and Services			16.60	\$ 8,712.00

Disbursements:

<u>Date</u>	<u>Description</u>	<u>Total</u>
1/14/19	Travel, Lodging & Meals - David A. Crass - Roundtrip travel to Kaukauna to attend preparatory meeting and LMC meeting with Brown County representatives.	\$ 130.38
Total Disbursements		\$ 130.38
Total Services		\$ 8,712.00
Total Disbursements		130.38
Total This Invoice		<u>\$ 8,842.38</u>

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
12/6/18	1594811	\$ 1,921.00	\$ 0.00	\$ 1,921.00
1/10/19	1601419	791.00	0.00	791.00
2/7/19	1607278	8,842.38	0.00	8,842.38
Outstanding Due:				<u>11,554.38</u>

Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
9,633.38	0.00	1,921.00	0.00	0.00



100,016.001.5716

RECEIVED BY
FEB 12 2019
Brown County
Corporation Counsel

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:
Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

David Hemery, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Invoice Date February 7, 2019
Invoice No. 1607279

Client/Matter **018236-0047 Fox River Fiber Sludge Disposal Matter**

For professional services rendered through January 31, 2019, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
1/10/19	I Pitz	Review agreements with Fox River Fiber and Outagamie County; provide update to Dave Crass regarding Town of Holland landfill siting agreement.	0.90	\$ 472.50
Total Hours and Services			0.90	\$ 472.50
Total Services				\$ 472.50
Total Disbursements				0.00
Total This Invoice				<u>\$ 472.50</u>

2

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>0.90</u>	\$ 525.00	<u>\$ 472.50</u>
Totals		0.90		\$ 472.50

100.016.001.5716

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 280025
INVOICE DATE FEBRUARY 13, 2019
TAX ID. 39-1576289

CLIENT NO. 009948

Personnel Matters

MATTER NO. 009948-00001

CURRENT FEES FOR THIS MATTER \$55.00

CURRENT FEES \$55.00

TOTAL CHARGES THIS BILL \$55.00

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 280025
INVOICE DATE FEBRUARY 13, 2019
ATTY. Andrew T. Phillips

Personnel Matters

MATTER NO. 009948-00001

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2019

12/18/18 Telephone conference and emails with HR
director regarding personnel questions.

CURRENT FEES FOR THIS MATTER \$55.00

BILLING SUMMARY

Andrew T. Phillips 0.20 hours at \$275.00 = 55.00

CURRENT FEES FOR THIS MATTER \$55.00

TOTAL AMOUNT DUE FOR THIS MATTER \$55.00

100-016-001.5716

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 280026
INVOICE DATE FEBRUARY 13, 2019
TAX ID. 39-1576289

CLIENT NO. 009948

General

MATTER NO. 009948-00008

CURRENT FEES FOR THIS MATTER \$504.00

CURRENT FEES \$504.00

TOTAL CHARGES THIS BILL \$504.00

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 280026
INVOICE DATE FEBRUARY 13, 2019
ATTY. Andrew T. Phillips

General

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2019

11/28/18 BJC	Review email analysis from corporation counsel regarding County health board appointment and related residency requirements. (No charge)	.20	NO CHARGE
11/29/18 BJC	Review relevant law regarding appointment to local board of health and whether any residency requirements apply.	.80	192.00
11/30/18 BJC	Continue review of question regarding appointment to County board of health; Draft analysis regarding County residency requirement.	1.30	312.00
12/11/18 BJC	Finalize email analysis regarding health committee residency requirement. (No charge)	.20	NO CHARGE

CURRENT FEES FOR THIS MATTER \$504.00

BILLING SUMMARY

Bennett J. Conard	0.40 hours at	\$0.00 =	.00
Bennett J. Conard	2.10 hours at	\$240.00 =	504.00

CURRENT FEES FOR THIS MATTER \$504.00

TOTAL AMOUNT DUE FOR THIS MATTER \$504.00

100.016.081.5716.200



RECEIVED BY

FEB 28 2019

Brown County
Corporation Counsel

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 280060
INVOICE DATE FEBRUARY 14, 2019
TAX ID. 39-1576289

CLIENT NO. 009948

BCTPA Litigation

MATTER NO. 009948-00023

CURRENT FEES FOR THIS MATTER \$31,810.00

CURRENT FEES \$31,810.00

TOTAL CHARGES THIS BILL \$31,810.00

2

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 280060
INVOICE DATE FEBRUARY 14, 2019
ATTY. Andrew T. Phillips

BCTPA Litigation

MATTER NO. 009948-00023

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2019

01/02/19 SC	2.90	928.00
01/02/19 SC	3.40	1088.00
01/02/19 SLN	2.90	986.00
01/02/19 ATP	2.90	812.00
01/03/19 SC	3.40	1088.00
01/03/19 SC	3.10	992.00
01/04/19 SC	.40	128.00

Brown County
009948-00023

PAGE 2

01/04/19 SLN	2.10	714.00
01/07/19 SC	.20	NO CHARGE
01/08/19 SC	.90	288.00
01/08/19 ATP	.40	112.00
01/09/19 SC	.60	192.00
01/09/19 SLN	.30	NO CHARGE
01/11/19 SC	3.50	1120.00
01/11/19 SC	2.80	896.00
01/11/19 SLN	.30	NO CHARGE
01/13/19 ATP	1.50	420.00
01/14/19 SLN	2.40	816.00
01/15/19 SC	.50	160.00

2

Brown County
009948-00023

PAGE 3

01/15/19 SLN	1.40	476.00
01/16/19 SC	2.60	832.00
01/16/19 SC	1.50	480.00
01/16/19 SLN	3.50	1190.00
01/16/19 ATP	2.10	588.00
01/17/19 SC	4.20	1344.00
01/17/19 SC	.80	256.00
01/17/19 SLN	4.80	1632.00

2

Brown County
009948-00023

PAGE 4

01/17/19 ATP	1.60	448.00
01/18/19 SC	4.40	1408.00
01/18/19 SLN	2.40	816.00
01/20/19 SC	1.40	448.00
01/20/19 SLN	1.60	544.00
01/20/19 ATP	2.10	588.00
01/21/19 SC	.80	256.00
01/21/19 SC	3.40	1088.00
01/21/19 SLN	3.00	1020.00
01/21/19 ATP	4.30	1204.00
01/22/19 SC	.90	288.00

2

Brown County
009948-00023

PAGE 5

01/22/19 SLN	1.90	646.00
01/22/19 ATP	1.30	364.00
01/24/19 SC	2.50	800.00
01/25/19 SLN	.70	238.00
01/28/19 SC	3.80	1216.00
01/28/19 SLN	2.60	884.00
01/28/19 ATP	.50	NO CHARGE
01/29/19 SC	.20	NO CHARGE
01/29/19 ATP	.20	NO CHARGE

Brown County
009948-00023

PAGE 6

01/30/19 SC 4.20 1344.00

01/30/19 SLN .10 NO CHARGE

01/31/19 SC 2.10 672.00

CURRENT FEES FOR THIS MATTER \$31,810.00

BILLING SUMMARY

Smitha Chintamaneni	0.40 hours at	\$0.00 =	.00
Smitha Chintamaneni	54.10 hours at	\$320.00 =	17312.00
Steven Nelson	0.70 hours at	\$0.00 =	.00
Steven Nelson	29.30 hours at	\$340.00 =	9962.00
Andrew T. Phillips	0.70 hours at	\$0.00 =	.00
Andrew T. Phillips	16.20 hours at	\$280.00 =	4536.00

CURRENT FEES FOR THIS MATTER \$31,810.00

TOTAL AMOUNT DUE FOR THIS MATTER \$31,810.00

2

100.016.001.5716

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 280029
INVOICE DATE FEBRUARY 13, 2019
TAX ID. 39-1576289

CLIENT NO. 009948

Highway Reimbursement Memo

MATTER NO. 009948-00025

CURRENT FEES FOR THIS MATTER \$3,483.00

CURRENT FEES \$3,483.00

TOTAL CHARGES THIS BILL \$3,483.00

2

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

INVOICE NO. 280029
INVOICE DATE FEBRUARY 13, 2019
ATTY. Andrew T. Phillips

Highway Reimbursement Memo

MATTER NO. 009948-00025

PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 31, 2019

12/03/18	RJR	Confer with Attorney Conard regarding inquiry and research strategy. (No charge)	.10	NO CHARGE
12/03/18	BJC	Review emails regarding highway damages; review relevant law regarding charging for damages to highways.	1.10	264.00
12/06/18	RJR	Discussion of issues with Attorney Conard and advise on other sources to verify analysis. (No Charge)	.30	NO CHARGE
12/06/18	BJC	Review highway damage reimbursement issue with Rebecca Roeker.	.50	120.00
12/07/18	BJC	Continue review of relevant Wisconsin caselaw regarding highway damage issue.	.50	120.00
12/08/18	BJC	Draft analysis regarding reimbursement for highway damage issue.	1.10	264.00
12/10/18	RJR	Review initial draft of legal memorandum to address highway damage claim issues (.3); conference with Attorney Conard regarding highway damage issues and governing case law (.5); complete additional legal research to substantiate conclusions and discussion with Attorney Conard regarding same (1.0).	1.80	432.00
12/10/18	BJC	Review relevant law and continue drafting analysis.	1.30	312.00
12/11/18	RJR	Review additional legal research and discuss with Attorney Conard (.4); complete final review and edit analysis memo (.3).	.70	168.00

2

Brown County
009948-00025

PAGE 2

12/11/18 BJC	Finalize initial analysis.	.30	72.00
12/31/18 BJC	Draft memo regarding County authority to seek reimbursement for damage to highways.	2.40	576.00
01/03/19 ATP	Finalize memo regarding damage to highways and email to Mr. Fontecchio regarding same.	.40	110.00
01/11/19 ATP	Telephone conference with Mr. Fontecchio regarding damages to highways analysis.	.50	137.50
01/16/19 BJC	Review and comment to policy regarding reimbursement for damage to highways; emails regarding same.	.80	220.00
01/21/19 ATP	Analysis of revisions to policy and email to Atty Conard regarding analysis.	.20	55.00
01/24/19 BJC	Finalize revisions to damage reimbursement and policy and revise memo based on comments from client.	1.00	275.00
01/25/19 BJC	Finalize memo and email regarding same.	.50	137.50
01/28/19 ATP	Revisions to memo and policy; email to Mr. Fontecchio.	.30	82.50
01/28/19 BJC	Review final version of memo.	.20	55.00
01/29/19 BJC	Review client's comments to memo; finalize memo based on client's comments.	.30	82.50

CURRENT FEES FOR THIS MATTER

\$3,483.00

BILLING SUMMARY

Andrew T. Phillips	1.40 hours at	\$275.00 =	385.00
Rebecca J. Roeker	0.40 hours at	\$0.00 =	.00
Rebecca J. Roeker	2.50 hours at	\$240.00 =	600.00
Bennett J. Conard	7.20 hours at	\$240.00 =	1728.00
Bennett J. Conard	2.80 hours at	\$275.00 =	770.00

2

Brown County
009948-00025

PAGE 3

CURRENT FEES FOR THIS MATTER

\$3,483.00

TOTAL AMOUNT DUE FOR THIS MATTER

\$3,483.00

2

GARY A. WICKERT, S.C.

Attorney and Counselor at Law

801 E. WALNUT • P.O. BOX 1656

GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

February 26, 2019

RECEIVED BY

Brown County Airport

P.O. Box 23600

Green Bay WI 54305-3600

FEB 27 2019

Re: General Matters
Our File No. 12 W 27

Brown County
Corporation Counsel

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
1/30	Email from Sue Bertrand re: Frontier Agreement; Phone conference with Marty Piette re: Frontier Agreement;	.10
	Review of Airline Agreement for Frontier	.85
1/31	Email from Sue Bertrand re: CBP in Terminal Lease;	1.00
	Phone conference with Marty Piette re: Frontier and current agreement with Delta, et al.;	.10
	Review Airline Operating Agreement and lease re: Frontier	.75
2/1	Review FAA Guidelines re: incentive; Review 2011 Airline Agreement; Phone conference with Sue Bertrand and Marty Piette re: incentives	2.90
2/4	Review FAA Guidelines re: limiting incentive package; Letter to Marty Piette re: incentive package (limited)	3.00
2/5	Work on Addendum re: Frontier	1.75
2/6	Work on Frontier re: review of insurance information; Phone conference with Sue Bertrand re: Frontier, etc.;	1.15
	Prepare Frontier Lease and Addendum A; Letter to Marty Piette re: Frontier	1.25
2/7	Review Delta, etc., leases - Schedule C - Rate Calculation re: impact by Frontier and work on Addendum A - Frontier;	1.35
	Meeting with Sue Bertrand and Rachel Engeler re: Frontier;	3.00
	Revise letter to Marty Piette re: Frontier rates and charges	3.00
2/8	Review and revise Addendum A and transmittal to Marty Piette	.35
2/11	Phone conference with Sue Bertrand re: Frontier modifications;	.60
	Email from Sue Bertrand with revised Addendum A re: Frontier	.10

2

2/12	Review Perkovich and Master Lease files;	1.00
	Prepare Amendment to Clabots lease;	
	Compare Master Lease for "final" version;	
	Letter to Sue Bertrand re: Perkovitz, Clabots,	
	and Master Lease;	.30
	Review Capri Agreement;	
	Phone conference with Sue Bertrand re: Clabots,	
	Frontier, Capri, etc.	.90
2/13	Letter to Sue Bertrand re: Capri Hospitality;	.10
	Review Jet Air re: ROFR;	
	Email to Marty Piette;	.35
	Review Charlie Smith comments;	.40
	Phone conference with Sue Bertrand re: Charlie	
	Smith, Jet Air ROFR, DBT (Vaisala);	2.00
	Email from Marty Piette re: Jet Air ROFR	.10
2/14	Letter to Sue Bertrand re: Pilotsmith;	.25
	Review DBT/Vaisala and letter to Sue re:	
	revisions;	.50
	Email from Sue Bertrand and review Certificate	
	of Insurance (COI), etc., re: Express Jet;	.75
	Phone conference with Sue Bertrand re: Express	
	Jet COI;	.20
	Review Uber insurance certificates, permit (Uber),	
	and Chapter 440 re: insurance required;	1.25
	Phone conference with Sue Bertrand re: Uber;	.40
	Review emails - Marty Piette and Charlie Smith	
	and revise lease for Charlie Smith;	.30
	Phone conference with Sue Bertrand re: Charlie	
	Smith and Burkel;	.25
	Email to Marty Piette re: Charlie Smith;	.20
	Email - Marty Piette to Charlie Smith	.10
2/15	Letter to Sue Bertrand re: Uber/TNC insurance/	
	certificates;	.35
	Email from Marty Piette with Charlie Smith	
	Consent;	.10
	Review revisions to CBP Building Lease and	
	prepare response	1.50
2/18	Letter to Marty Piette and Sue Bertrand re:	
	CBP Building Lease;	.25
	Email from Sue Bertrand re: Charlie Smith -	
	signed agreement;	.10
	Review miscellaneous files re: follow up status;	.15
	Review modification - CBP Building Lease	.10
2/19	Review and revise Clabots Amendment;	.25
	Email from Sue Bertrand re: Perkovich/Master	
	Ground Lease;	.10
	Email to Marty Piette - Tribe 5 acres;	.10

Page Three
February 26, 2019

2/19	Review miscellaneous emails from Sue Bertrand and files re: Capri, Frontier, Jet Air, GCR, Khrome, and Skyworthy;	.75
	Review DBT file/agreement;	.10
	Email to Sue Bertrand re: CBP In Terminal Lease;	.10
	Email to Sue Bertrand re: Khrome;	.10
	Email to Marty Piette re: Skyworthy;	.10
	Review Millennium/Amano;	
	Email to Sue Bertrand;	.25
	Review emails re: rental rates at other airports;	.15
	Email from Sue Bertrand re: Capri	.10
2/20	Phone conference with Sue Bertrand re: Perkovich, Master Lease, GCR, etc.;	.65
	Email from Sue Bertrand re: Master Ground Lease;	
	Email to Sue Bertrand re: Master Ground Lease	.20
2/21	Email from Sue Bertrand re: Master Ground Lease (Standards for General Aviation);	
	Phone conference with Sue Bertrand re: Master Ground Lease;	.40
	Received and reviewed final version of Master Ground Lease;	.15
	Email from Sue Bertrand re: Khrome and review Khrome contract;	
	Email from Sue Bertrand re: CBP Building Lease;	
	Review CBP lease/revisions;	
	Review Federal Tort Claims Act;	
	Email to Marty;	2.00
	Phone conference with Marty Piette re: Khrome and CBP Building Lease;	.75
	Email to Sue Bertrand re: Khrome;	.20
	Email to Marty Piette re: CBP Building Lease	.20
2/2	Email from Sue Bertrand re: CBP Building Lease;	
	Review CBP Building Lease;	
	Email to Marty Piette and Sue Bertrand re: CBP Building Lease;	.30
	Phone conference with Sue Bertrand re: CBP Building Lease.	.20
	TOTAL HOURS:	40.30

40.30 HOURS @ \$295.00 PER HOUR: \$11,888.50

AMOUNT DUE ON ACCOUNT: \$11,888.50

Thank you.
GAW:prn

MRH
2-26-19

2



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 19 Sep 18
Agenda No. ¹⁰: Exec Cmte

Motion from the Floor

I make the following motion: For Corp Counsel to draft a
lobbyist registration Ordinance that would require
any individual or for-profit business that hires
someone to influence County Board action, to register w/
the County Clerk that registration be made part of
public debate so residents know who is being lobbied,
a statement of who is paying the lobbyist to lobby +
how much the lobbyist is being paid, who they lobbied +
provide penalty for
non-compliance

Signed: Accep Tra
District No.: 21

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date:

District

Agenda No.:

2/20/19

12

Motion from the Floor

I make the following ~~motion~~:

Communication

I request a procedure be
considered on how meeting date
changes be communicated to all
board members.

Signed:

A handwritten signature in black ink, appearing to be "E. J. [unclear]".

District No.

12

(Please deliver to County Clerk after motion is made for recording into minutes.)

SP. 4

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: March 5, 2019

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Status Update (February 1 – February 28, 2019)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. Completed: HHS Expense Reimbursement Process Review
 - b. In-progress: Review of the Brown County Sheriff DARE Program Account
 - c. In-progress: Year End – Cash on Hand & Petty Cash Compliance Testing
2. Standard Monthly Duties
 - a. Review – Clerk of Courts Bank Reconciliation
 - b. Preparation & Review – Bills over \$5,000 Report
 - c. Distribution to Committees – Paid Bills Report
3. Other Miscellaneous Activities
 - a. Inquiries, Questions and/or Requests from County Board Supervisors/Department Head's
 - i. Parks Department – Rates & Fees
 - ii. NEW Zoo – ATM Revenue
 - b. Open Records Request (1)
 - c. 2018 – 2019 Carryover Request - \$16,460 for computerized tablets denied
 - d. Benefits Advisory Committee

If you have any questions regarding this information, please contact me at your convenience.

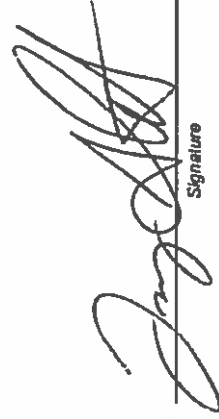
Thank you.

6

**EXECUTIVE COMMITTEE
2018 TO 2019 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Executive</u> All Funds	100.029.001.XXXX	Economic Development	31,646
<u>Board of Supervisors</u> Special Events	100.006.001.5365	Private donations for veterans recognitions	1,300 1,300
<u>Corporation Counsel</u> Legal Services Legal Services County Sales Tax	100.016.001.5716 100.016.001.5716.200	Outside counsel needed to assist Corporation Counsel Ongoing litigation regarding Brown County sales tax	32,850 76,579 109,529

Approved by County Executive:



Signature

2/20/19
Date

7, 9, 10

These are the available funds at this time. They may be changed for any audit or adjusting entries.

March 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING BUDGET CARRYOVER REQUESTS
FROM 2018 BUDGET TO 2019 BUDGET

WHEREAS, the below departments have submitted requests to carry forward funds from the 2018 budget to the 2019 budget, which requires approval by a 2/3 vote of the full County Board:

<u>DEPARTMENT/PROJECT</u>	<u>AMOUNT REQUESTED*</u>
Administration	80,465
Board of Supervisors	1,300
Building Upgrade Projects	75,755
Circuit Courts	5,795
Corporation Counsel	109,529
County Clerk	29,900
District Attorney	7,330
Emergency Communications Upgrade Capital Project	737,749
Executive	31,646
Expo Center Capital Project	1,363,815
Facility Management	130,000
Highway Capital Projects	210,264
Land Information & Tax Collection	109,404
Law Records Management System	39,732
Managed Services Capital Project	22,005
Medical Examiner	4,000
NEW Zoo Donations	107,445
Parks	125,516
Parks – Boat Landing	85,000
Planning and Land Services	54,692
Sheriff's Projects - Video Surveillance	14,388
Time and Attendance Capital Project	2,035
Veteran's Memorial Comp Capital Project	680,252
Veterans Service Office	13,000

and,

WHEREAS, this resolution is necessary to ensure activities are appropriated and accounted for properly, and this resolution has been approved of and recommended by the relevant oversight committees.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby authorizes and approves the above carryover requests.

**Estimated amount calculated at time of resolution. Actual amount may be changed due to audit or adjusting entries.*

Respectfully submitted,

ADMINISTRATION COMMITTEE

EDUCATION AND RECREATION
COMMITTEE

EXECUTIVE COMMITTEE

HUMAN SERVICES COMMITTEE

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

PUBLIC SAFETY COMMITTEE

Approved By:

TROY STRECKENBACH,
COUNTY EXECUTIVE

Date Signed: _____

19-025R

Authored by Administration

Approved by Corporation Counsel's Office

Fiscal Note: This resolution does not require an appropriation from the General Fund. All carryover request amounts have been verified as available by the Department Accountants.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

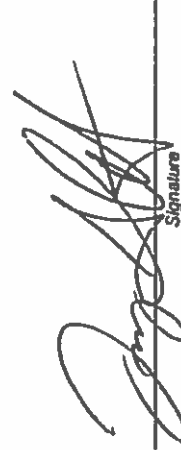
Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

**ADMINISTRATIVE SERVICES DIVISION
2018 TO 2019 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Administration</u> Professional Services/Temp Help	100.029.001.XXXX	Professional Services/Temp Help	<u>80,465</u>
<u>County Clerk</u> Outlay - Equipment (5,000+)	100.019.014.5110.020	Election tabulators not received until 2019	<u>29,900</u> <u>29,900</u>
<u>Expo Center Capital Project</u>	413.062.XXXX	Continuation of project implementation	<u>1,363,815</u> *estimated
<u>Time and Attendance Capital Project</u>	422.032.XXXX	Continuation of project implementation - Kronos	<u>2,035</u> *estimated

Approved by County Executive:

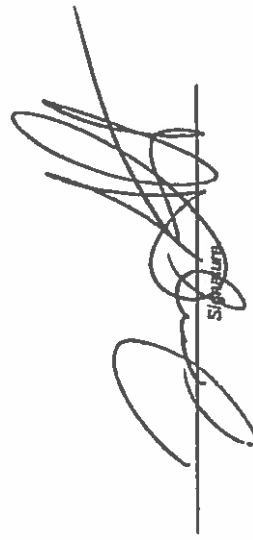

Signature

2/20/19
Date

These are the available funds at this time. They may be changed for any audit or adjusting entries.

**EDUCATION, CULTURE, & RECREATION DIVISION
2018 TO 2019 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Parks</u>			
Outlay - Other (\$5,000+)	100.062.091.001.6110.100	Storage building - Barkhausen	85,140
Outlay - Other (\$5,000+)	100.062.093.001.6110.100	Foreferec overlock	40,376
			<u>125,516</u>
<u>Boat Landing</u>			
Professional Services	121.062.064.5708	Bay Shore breakwall permitting and design	25,000
Architect	121.062.064.6181	Bay Shore breakwall architect and design	60,000
			<u>85,000</u>
<u>NEW Zoo Donations</u>			
All Accounts	641.057.001.X00X	Unspent donations	107,445
			<u>*estimated</u>
<u>Veteran's Memorial Comp Capital Project</u>			
	412.062.X00X	Continuation of project Implementation	680,252
			<u>*estimated</u>

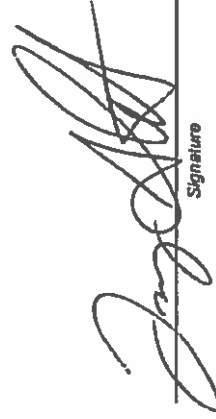
Approved by County Executive:  2/19/19
Signature Date

These are the available funds at this time. They may be changed for any audit or adjusting entries.

**EXECUTIVE COMMITTEE
2018 TO 2019 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Executive</u> All Funds	100.029.001.XXXX	Economic Development	31,846
<u>Board of Supervisors</u> Special Events	100.006.001.5365	Private donations for veterans recognitions	1,300 1,300
<u>Corporation Counsel</u> Legal Services Legal Services County Sales Tax	100.016.001.5716 100.016.001.5716.200	Outside counsel needed to assist Corporation Counsel Ongoing litigation regarding Brown County sales tax	32,950 76,579 109,529

Approved by County Executive:



Signature

2/10/19

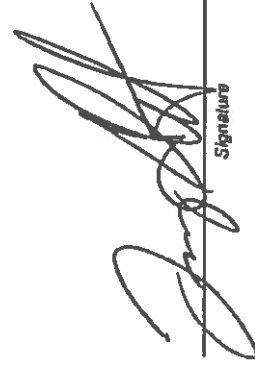
Date

These are the available funds at this time. They may be changed for any audit or adjusting entries.

HEALTH & HUMAN SERVICES DIVISION
2018 TO 2019 CARRYOVER FUNDS

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Veterans Services Office</u> Veteran's Support Services	100.084.001.5370	Funds earmarked for assistance to needy veterans	13,000 <u>13,000</u>
<u>Managed Services Capital Project</u>	426.076.XXXX	Continuation of project implementation - Avalar	22,005 *estimated <u>22,005</u>

Approved by County Executive:



Signature

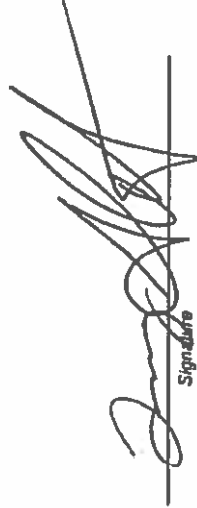
2/19/19
Date

These are the available funds at this time. They may be changed for any audit or adjusting entries.

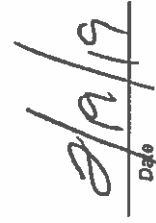
**PLANNING, DEVELOPMENT AND TRANSPORTATION
2018 TO 2019 CARRYOVER FUNDS**

<u>DEPARTMENT</u>	<u>ACCOUNT #</u>	<u>PURPOSE</u>	<u>AMOUNT REQUESTED</u>
<u>Facility Management</u>			
Repairs and Maintenance Building	100.054.041.5307.300	CTC exterior siding repair	15,000
Repairs and Maintenance Building	100.054.038.5307.300	Dome cleaning and reapplication not completed	70,000
Repairs and Maintenance Building	100.054.042.5307.300	Jail roof repairs not completed	45,000
			<u>130,000</u>
<u>Planning and Land Services</u>			
Outlay - Equipment (\$5,000+) - Zoning	100.066.067.6110.020	Purchase of a new truck not completed in 2018	25,000
Contracted Services - Planning	100.066.065.5700	Consulting services for traffic modelling for Southern Bridge	7,916
Outlay - Equipment (\$5,000+) - Planning	100.066.065.6110.020	Purchase of a new truck not completed in 2018	21,776
			<u>54,692</u>
<u>Highway Capital Projects</u>			
	440.044.XXXX	Continuation of highway projects	<u>210,264 *estimated</u>
<u>Building Upgrade Projects</u>			
	410.054.XXXX	Continuation of project implementation	<u>75,755 *estimated</u>
<u>Land Information & Tax Collection</u>			
	461.066.001.XXXX	Continuation of project implementation	<u>109,404 *estimated</u>

Approved by County Executive:



Signature



Date

These are the available funds at this time. They may be changed for any audit or adjusting entries.

March 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
REGISTER OF DEEDS - REAL ESTATE SPECIALIST

WHEREAS, the Register of Deeds Department (“Department”) table of organization currently includes a 1.00 FTE Real Estate Specialist position; and

WHEREAS, the volume of real estate recordings has steadily decreased over the past few years which reduces the need for said full-time position, but coverage is still needed during the busiest times in the office; and

WHEREAS, Human Resources, in conjunction with the Department, recommends deleting the 1.0 FTE Real Estate Specialist position, and creating a 0.75 Real Estate Specialist position, in the Register of Deeds Department table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that it hereby approves of and directs the deletion of a 1.0 FTE Real Estate Specialist position, and the addition of a 0.75 FTE Real Estate Specialist position, in the Register of Deeds Department table of organization, as further described below in the Budget Impact section of this Resolution.

Budget Impact:

Register of Deeds

Partial Budget Impact (3/01/19 – 12/31/19)	FTE	Addition/ Deletion	Salary	Fringe	Total
Real Estate Specialist \$18.22/hr Position #102.620.072 Hours: 2088	1.00	Deletion	\$(32,190)	\$(16,585)	\$(48,775)
Real Estate Specialist \$18.22/hr Position # 102.620.072 Hours: 1566	0.75	Addition	\$24,143	\$15,270	\$39,413

12

Partial Budget Impact					\$(9,362)
Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Real Estate Specialist \$18.22/hr Position #102.620.072 Hours: 2088	1.00	Deletion	\$(38,043)	\$(22,747)	\$(60,790)
Real Estate Specialist \$18.22/hr Position # 102.620.072 Hours: 1566	0.75	Addition	\$28,533	\$17,060	\$45,593
Annualized Budget Impact					\$(15,197)

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution reduces employee expenditures in the Register of Deeds 2019 budget by \$9,362.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-014R

Authored by Human Resources

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 1-21-2019

REQUEST TO: PD&T, Executive, and County Board

MEETING DATE: 2/25/19, 3/11/19 and 3/20/19, respectively

REQUEST FROM: Cheryl Berken
Register of Deeds

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR REGISTER OF DEEDS
REAL ESTATE SPECIALIST

ISSUE/BACKGROUND INFORMATION:

The volume of real estate recordings have decreased over the past few years. Reducing a 1.0 FTE to a 0.75 FTE with an individual working the 9 am to 3 pm shift each day would cover the busy times in the office and cover that reduced workload.

ACTION REQUESTED:

Delete 1.0 Real Estate Specialist
Add 0.75 Real Estate Specialist

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$(9,362)
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

March 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE PUBLIC WORKS-FACILITIES DEPARTMENT –
RECLASSIFICATION AND DELETION OF POSITIONS

WHEREAS, there is a (1.0) FTE Housekeeping Manager and a (0.50) Housekeeper position (“Positions”) in the Public Works-Facilities (“Department”) table of organization that are currently vacant; and

WHEREAS, due to these vacancies, the Department completed a thorough evaluation of the structure of the Department and operational needs and have determined that the Facility Manager position will take over supervision of all housekeepers which eliminates the need for the current (1.0) FTE Housekeeping Manager; and

WHEREAS, housekeeping services will be needed for the new STEM building, jail pod and Medical Examiner office, so creating (2.0) FTE Housekeeper positions will provide coverage for those areas; and

WHEREAS, Human Resources, in conjunction with the Department, recommend the following changes to the Department’s table of organization: the deletion of (1.00) FTE Housekeeping Manager position in pay grade 11 of the Classification and Compensation Plan, deletion of a (0.50) FTE Housekeeper in pay grade 20 of the Classification and Compensation Plan and the addition of (2.00) FTE Housekeeper positions in pay grade 20 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the following changes to the Public Works-Facilities Department table of organization: Delete (1.00) FTE Housekeeping Manager position in pay grade 11 of the

Classification and Compensation Plan; Delete (0.50) FTE Housekeeper in pay grade 20 of the Classification and Compensation Plan; Add (2.00) FTE Housekeeper positions in pay grade 20 of the Classification and Compensation Plan.

Budget Impact:
Public Works – Facilities

Partial Budget Impact (3/01/19 – 12/31/19)	FTE	Addition/ Deletion	Salary	Fringe	Total
Housekeeping Manager \$26.37/hr Position # 106.010.054 Hours: 2088	1.00	Deletion	(\$46,622.16)	(\$18,726.23)	(\$65,348.39)
Housekeeper \$13.95/hr Position # 137.460.054 Hours: 1044	0.50	Deletion	(\$12,323.22)	(\$3,102.85)	(\$15,426.07)
Housekeeper \$13.95/hr Position # TBD Hours: 2088	1.00	Addition	\$24,663.60	\$15,137.69	\$39,801.29
Housekeeper \$13.95/hr Position # TBD Hours: 2088	1.00	Addition	\$24,663.60	\$15,137.69	\$39,801.29
Partial Budget Impact					(\$1,171.88)

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Housekeeping Manager \$26.37/hr Position # 106.010.054 Hours: 2088	1.00	Deletion	(\$55,060.56)	(\$22,131)	(\$77,191.56)
Housekeeper \$13.95/hr Position # 137.460.054 Hours: 1044	0.50	Deletion	(\$14,563.80)	(\$3,667)	(\$18,230.80)
Housekeeper \$13.95/hr Position # TBD Hours: 2088	1.00	Addition	\$29,127.60	\$17,890.00	\$47,017.60
Housekeeper \$13.95/hr Position # TBD Hours: 2088	1.00	Addition	\$29,127.60	\$17,890.00	\$47,017.60
Annualized Budget Impact (net impact of position changes)					(\$1,387.16)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The proposed resolution will result in a personnel savings.

Respectfully submitted,
 PLANNING, DEVELOPMENT &
 TRANSPORTATION COMMITTEE
 EXECUTIVE COMMITTEE

Approved By:

 TROY STRECKENBACH
 COUNTY EXECUTIVE

Date Signed: _____

19-023R

Authored by Human Resources

Final Draft Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 2-19-19
REQUEST TO: Planning, Development & Transportation, Executive, and County Board
MEETING DATE: 2/25/19, 3/11/19 and 3/20/19, respectively
REQUEST FROM: Paul Fontecchio
Public Works
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE PUBLIC WORKS-
FACILITIES DEPARTMENT – RECLASSIFICATION AND DELETION OF POSITIONS

ISSUE/BACKGROUND INFORMATION:

With the recent (December 2018 and January 2019) retirements of the Housekeeping Manager and Facility Manager respectively at the Bayview Campus (Jail/CTC/etc.), the Public Works Department has evaluated the department needs prior to filling open positions per section 4.23 of the County Code of Ordinances.

The management of the Bayview Campus for the mechanics, maintenance workers, and housekeepers will be consolidated under one Facility Manager Position as it is currently done at the Downtown Campus. The Department proposes eliminating the Housekeeping Manager and adding 1.5 Housekeeping positions. The Department currently has one open 0.5 Housekeeping position. With the addition of the STEM building, new Jail pod, and ME office, we will need the additional cleaning staff for these new areas. If approved, the Department will hire one housekeeper immediately and one in July just prior to the STEM building becoming operational.

ACTION REQUESTED:

Delete the Housekeeping Manager Position, delete the 0.5 Housekeeper position, and add 2.0 FTE Housekeeper positions.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$(1,171.88)
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
 - a. If yes, in which account? _____
 - b. If no, how will the impact be funded? _____
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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March 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION SUPPORTING
THE VILLAGE OF DENMARK BUSINESS DEVELOPMENT CORRIDOR

WHEREAS, the Village of Denmark (“Village”), population 2,216, is strategically located along Interstate 43 in the southern portion of Brown County (“County”); and

WHEREAS, the Village created a Business Development Corridor along Interstate 43 which is projected to increase assessed property values by roughly \$17 million to \$23 million as a result of new investments in 2020; and

WHEREAS, Salm Partners, LLC (“Salm”) of Denmark, WI is a private label manufacturer of some of the nation’s best smoked sausages and hot dogs, and currently employs 450 people in Brown County, and 150 people through its joint venture in Alabama; and

WHEREAS, Salm is a great success story in Brown County, whose founder grew up on a Brown County dairy farm, left the county for his education and career training, but chose Brown County as the site of Salm when founding it with three of his brothers in 2004; and

WHEREAS, Salm intends to expand its manufacturing to a new site, capable of housing a 300,000 square foot production and storage facility that could house up to 6 new production lines and could create 400 new jobs; and

WHEREAS, Salm intends to invest roughly \$35 million in a new 80,000 square foot production and storage facility in Phase One that will create 80 new jobs at the expanded facility to operate the new production line; and

WHEREAS, the Village has secured other investment projects that are ready for construction in 2019 and 2020 that will create roughly 50 new jobs in the community; and

WHEREAS, the Village is foregoing creating a Tax Increment Financing (TIF) District in order to allow much needed new tax revenue to be collected, as opposed to being diverted to the district; and

WHEREAS, the Village projects an increase of up to \$114,300 per year in new tax revenue for the County as a result of these investments; and

WHEREAS, the Village is investing approximately \$13 million in this Business Development Corridor, and is asking the County to also participate by utilizing the County Highway Department for road building and storm water pond construction purposes.

NOW THEREFORE BE IT RESOLVED, by the Brown County Board of Supervisors, that, once a Developer's Agreement between Salm and the Village, with terms and conditions satisfactory to the County, is approved by the Village, the County shall aid in the development of the Village of Denmark Business Development Corridor as stated below in this Resolution in order to retain and create jobs in the County, enhance the County's tax base, and promote the orderly development of the Village of Denmark Business Development Corridor; and

BE IT FURTHER RESOLVED, that the County shall reconstruct County Trunk Highway T (County Trunk Highway KB to North Avenue) using Village funds as outlined in the 2019 Budget, but the County shall reimburse the Village of Denmark for that work in the amounts of \$450,000 in 2021 and \$450,000 in 2022; and

BE IT FURTHER RESOLVED, that the County shall reconstruct, widen, and urbanize Bohemia Drive and Hager Road, along with constructing a new unnamed road and two new

regional storm water ponds, at a cost of approximately \$1.5 million dollars in 2020 to be paid by the Village of Denmark; and

BE IT FURTHER RESOLVED, that the County shall continue to reconstruct, widen, and urbanize Hager Road, along with constructing two additional regional storm water ponds, at a cost of approximately \$1.5 million dollars in 2021 to be paid for by the Village of Denmark; and

BE IT FURTHER RESOLVED, that any and all cost overruns, or additional funds needed for the aforementioned projects shall be borne by the Village of Denmark; and

BE IT FINALLY RESOLVED, that the Brown County Board of Supervisors hereby authorizes and directs Brown County Administration to take any and all steps necessary to implement the directives in this resolution.

Fiscal Note: This resolution does not require an appropriation from the General Fund in 2019. This resolution commits future highway funds of \$450,000 in 2021 and \$450,000 in 2022 to reimburse the Village of Denmark's cost share of County Trunk Highway T as outlined in the 2019 budget.

Respectfully submitted,

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-021R

Authored by Public Works-Highway

Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

March 20, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING THE SALE OF FOUR PARCELS OF LAND
- BROWN COUNTY GOLF COURSE -

WHEREAS, Brown County currently owns the Brown County Golf Course (Golf Course), which is made up of various parcels of land; and

WHEREAS, four of the various parcels of land that currently make up the Golf Course are not currently being utilized; and

WHEREAS, Brown County desires to sell, as a package, four such parcels of under-utilized Golf Course land, identified by the following parcel numbers: 1) HB-1421; 2) HB-774; 3) HB-777; and 4) HB-778-1 (collectively, the Four Parcels); and

WHEREAS, Brown County desires to entertain *Offers to Purchase* the Four Parcels, and is willing to hold off on putting the Four Parcels on the market for sale for a period of 6 months in order to provide entities and individuals with the time necessary to prepare *Offers to Purchase* the Four Parcels for submission to Brown County.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby resolves not to sell Parcel Numbers HB-1421, HB-774, HB-777 and 4) HB-778-1 until on or after September 20, 2019.

Fiscal Note: This resolution does not require an appropriation from the General Fund.

Respectfully submitted,
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-026R

Authored by Corporation Counsel at the Direction of the Executive Committee

Approved by Corporation Counsel Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

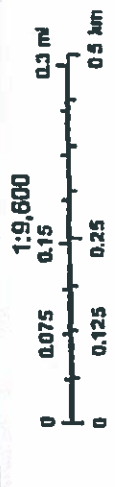
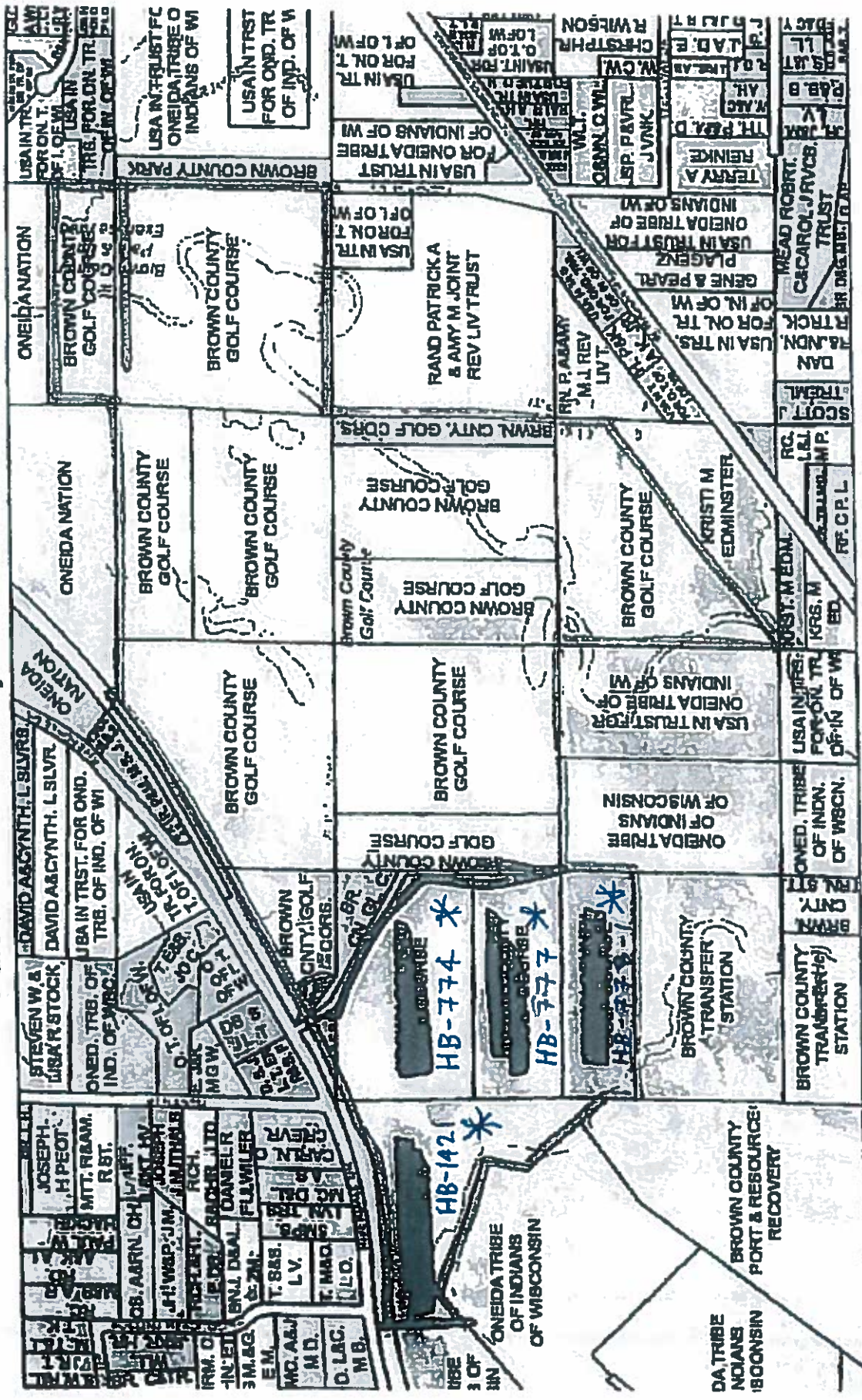
SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

Part of Brown County Wisconsin



5:48 PM
 11/11/2011
 11/11/2011
 11/11/2011
 11/11/2011

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CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

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David P. Hemery
Corporation Counsel

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03-07-2019
REQUEST TO: Exec Comm and Co Board
MEETING DATE: 03-11-2019 and 03-20-2019, respectively
REQUEST FROM: Dave Hemery, Corp Counsel as directed by Executive Committee

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE:

RESOLUTION REGARDING THE SALE OF FOUR PARCELS OF LAND – BROWN COUNTY GOLF COURSE -

ISSUE/BACKGROUND INFORMATION:

Allow 6 months for entities and individuals to get Offers to Purchase together re Four Golf Course Parcels

ACTION REQUESTED:

Consideration

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ Fiscal Note: This resolution does not require an appropriation from the General Fund.

Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)

- a. If yes, in which account? _____
- b. If no, how will the impact be funded? General Fund
- c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

15

**AN ORDINANCE TO AMEND SECTION 4.71 OF CHAPTER 4
OF THE BROWN COUNTY CODE OF ORDINANCES
(ORGAN OR BONE MARROW DONATION OR RECEIPT)**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 4.71 of Chapter 4 is hereby amended by adding 4.71(1), as follows:

4.71 SHORT-TERM DISABILITY LEAVE. Employees who have completed 6 months of employment shall be eligible for disability leave pay per County policy in effect.

(1) Organ or Bone Marrow Donation or Receipt. Employees donating or receiving organs or bone marrow may apply for Short-Term Disability (STD) leave. If STD leave for these purposes is denied, then Human Resources may allow up to 30 days of paid leave for organ donation or receipt purposes, and up to 5 days of paid leave for bone marrow donation or receipt purposes, as long as sufficient documentation from the employee's qualified health care provider is submitted to Human Resources prior to the donation or receipt of organs or bone marrow occurring.

4.72 LONG TERM DISABILITY. Employees who have exhausted Short Term Disability benefits shall be eligible for disability leave pay per County policy in effect.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

19-0280

Authored by: Administration/Human Resources

Approved by: Corporation Counsel

Fiscal Note: This amendment does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
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MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County



305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

David P. Hemery
Corporation Counsel

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 03-07-2019
REQUEST TO: Exec Comm and Co Board
MEETING DATE: 03-11-2019 and 03-20-2019, respectively
REQUEST FROM: Dave Hemery, Corp Counsel as directed by Executive Committee

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE:

AN ORDINANCE TO AMEND SECTION 4.71 OF CHAPTER 4 OF THE BROWN COUNTY CODE OF ORDINANCES (ORGAN OR BONE MARROW DONATION OR RECEIPT)

ISSUE/BACKGROUND INFORMATION:

Provide paid leave when Short Term Disability Insurance coverage is denied for organ or bone marrow donation or receipt

ACTION REQUESTED:

Consideration

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ Fiscal Note: This resolution does not require an appropriation from the General Fund.

Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)

- a. If yes, in which account? _____
b. If no, how will the impact be funded? General Fund
c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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